



Getting Started

Each EMS Agency, County Coordinator and Medical Program Director will need a login ID, which is also your email address, and a password.

NOTE: The person identified as the EMS agency supervisor must have the ability to affirm that EMS providers who are certified by the Office of Emergency medical Services and Trauma System (OEMSTS) will provide patient care with their EMS agency.

To confirm your email address and get a password, please send an email to:

emtpexams@doh.wa.gov

Include your name, phone number and email address. EMS agency supervisors must include the agency, or agencies, in which they have the responsibility of approving applications.

Please allow OEMSTS a few days to process your request. We may contact you if there are any questions.

Once you get logged in, you will find a help link to detailed instructions on how to use the application. Be sure to print out the instructions and keep them handy while you're becoming familiar with how the application functions.

If you have any questions or encounter any technical difficulties, please contact the OEMSTS, Licensing and Certification Section at 1-800-458-5281, option 1.





General Information

Process

EMS Certification Online is an alternative to the paper process. The renewal notifications are mailed to EMS providers 60 days prior to their EMS certification expiration. The EMS Agencies, County Coordinators and MPDs are sent lists of these renewals at the same time. Each renewal notice informs the provider of their options, one of which is the new online renewal process. The notice provides the URL of the online application and instructs them to log in with their Registry Number and the last four digits of their Social Security Number. Once logged in, they can:

- ✓ Update their contact information (address, phone & email);
- ✓ Submit a Recertification Application (if eligible);
- ✓ Change Agencies (if certification is current, and no applications are pending);
- ✓ And track their application through the approval process.

The EMS Agency is notified once daily via email of any applications pending their review. Upon approval, the Medical Program Director (MPD) is notified. If a County Coordinator exists, they receive notification at that same time. The Coordinator indicates whether the continuing education meets the requirements, which is seen by the MPD, and then the MPD provides recommendation. Once the EMS agency and MPD provide approval, the OEMSTS is notified. Upon final approval by the OEMSTS, the provider is notified via email and sent their certification card in the mail.

Benefits

Convenient Approval

The application is accessible 24 hours a day. You can leave applications in your queue until supporting documents come in or approve them right away. If you deny an application, the state is notified for resolution.

Application Tracking

The EMS Certification Online application will enable you to track applications through the approval process. Applications pending your review show in one list, and after you provide approval they show in another list. Here you will be able to see when the next level of approval takes place. They will continue to show on your page until they are approved by OEMSTS.

Provider Lookup

EMS Agencies will have the ability to view a current roster of EMS Personnel in real time from the state database. County Coordinators and MPDs can view their entire county in a list or view each agency roster separately. These lists can easily be copied into a spreadsheet for your own tracking purposes.